

DOCUMENT RESUME

ED 201 863

CE 028 976

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TITLE Teacher's Guide for Competency Based Core Curriculum for Health Occupations.
INSTITUTION West Virginia State Vocational Curriculum Lab., Cedar Lakes.
SPONS AGENCY West Virginia State Dept. of Education, Charleston. Bureau of Vocational, Technical, and Adult Education.
PUB DATE Jul 80
NOTE 70p.; For a related document see CE 028 977.
AVAILABLE FROM West Virginia Vocational Curriculum Laboratory, Cedar Lakes Conference Center, Ripley, WV 25271.
EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Allied Health Occupations; *Allied Health Occupations Education; Answer Keys; Communication Skills; *Competency Based Education; Educational Equipment; Human Relations; *Interpersonal Competence; *Job Skills; Mastery Tests; *Medical Services; Postsecondary Education; Teaching Guides

ABSTRACT

This teacher's guide is intended to accompany the Competency Based Core Curriculum for Health Occupations student materials--see note. Contents include suggested tests and answer keys for student evaluation and a tool and equipment list. A comprehensive bibliography is organized into these topics: dental hygiene, medical laboratory technology, medical services, nursing, operating room technology, radiological technology, respiratory therapy, veterinarian assistant technology, and miscellaneous. (YLB)

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TEACHER'S GUIDE
FOR
COMPETENCY BASED CORE CURRICULUM
FOR
HEALTH OCCUPATIONS

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PRODUCED AT

The West Virginia Vocational Curriculum Laboratory

This Teacher's Guide was developed through the cooperation and support of the Bureau of Vocational, Technical and Adult Education, West Virginia Department of Education, Charleston, West Virginia.

July 1980

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PREFACE

It is with great pleasure that we bring you another West Virginia competency based education (CBE) curriculum. This Competency-Based Core Curriculum for Health Occupations was developed under contract for West Virginia. The effort was coordinated by staff of the West Virginia Bureau of Vocational, Technical and Adult Education.

The purpose of this document is to provide post-secondary health occupation students with curriculum guides for developing competencies which are common to all post-secondary programs. The guides or curriculum sheets were developed in cooperation with health occupation personnel throughout the state of West Virginia.

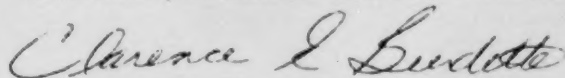
This document is organized into ten health occupations learning units. The learning units and the competencies for each are given in the table of contents. Each competency includes a learning checklist, learning activities, and evaluative standards. Where appropriate, student quizzes, work sheets, and information sheets are included.

The Competency-Based Core Curriculum for Health Occupations was disseminated to West Virginia post-secondary allied health educators at their symposium and conference on October 17 and 18, 1980, at Lakeview Inn and Country Club, Morgantown, West Virginia. Additional copies of this curriculum are available from the:

West Virginia Vocational Curriculum Laboratory
Cedar Lakes Conference Center
Ripley, West Virginia 25271
Telephone: 372-8673, or in-state toll-free 1-800-642-2670

I trust this material will be of assistance in your program. Any suggestions you may have for improving this curriculum may be sent to our state Curriculum Lab. Through this feedback we plan to continually update and revise our materials.

VOCATIONAL, TECHNICAL AND ADULT EDUCATION



Clarence E. Burdette
Assistant State Superintendent of Schools

ACKNOWLEDGEMENTS

Many persons and organizations assisted the project staff in the development of a core curriculum for the post-secondary health occupations, a related teacher's guide, bibliography, and tool and equipment list. Among those who have our thanks and appreciation are: Dr. Fred Harrington, Curriculum Coordinator, Bureau of Vocational, Technical and Adult Education, West Virginia Department of Education; Dr. Donald Kinsey, West Virginia Board of Regents; instructors and administrators of various health occupation programs in post-secondary institutions of West Virginia, and personnel at the West Virginia University Medical Center who made their retrieval facilities available for the development of a health occupations bibliography.

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PURPOSE OF TEACHER'S GUIDE

The major purpose of the Teacher's Guide is to assist the health occupations teacher in the instructional process. To that end, this guide, which accompanies the publication Core Curriculum for Health Occupations, contains suggested tests and answer keys for student evaluation, a comprehensive bibliography relating to the various health occupation fields and a tool and equipment list.

For additional suggestions and materials, the teacher may wish to contact personnel at the West Virginia Vocational Curriculum Laboratory located at Cedar Lakes, West Virginia.

Unit III: EMPLOYMENT

Unit Test

Part I. True-False

Circle the correct answer:

- T F 1. The personal data sheet is often called a resume.
- T F 2. A personal data sheet includes more information than you'll need to provide on a job application form or in an interview.
- T F 3. Personal references are a waste of time. Employers never call them anyhow.
- T F 4. Having a Social Security card guarantees that you'll be given a job.
- T F 5. You don't have to tell prospective employers whether you're single, married or divorced.
- T F 6. A letter of application is written only when applying for office jobs.
- T F 7. It's sometimes all right to look at your pre-written list of questions to be asked and items to be discussed during the interview.
- T F 8. Emphasizing your own good points during an interview makes you appear to be conceited.
- T F 9. If the interviewer has not said "no," it's all right to call back in a week or two to remind the interviewer that you're still interested.
- T F 10. You should put something in all the blanks on a job application form except those marked for company use.

Part II. Multiple Choice

Circle the right answer (a, b or c):

11. The D.O.T. number is:
- a. The code which describes a job.
 - b. The projected number of employees needed in an occupational field.
 - c. The telephone number of the Bureau of Employment Security.
12. When writing out your work experience record:
- a. Start with the most recent job and work backwards.

- b. Start with the first job and work toward what you have done most recently.
 - c. The order of jobs doesn't matter.
13. If the interviewer asks something you don't know or asks if you can do something you've never tried or cannot do, it's best to:
- a. Not answer at all.
 - b. Fake it.
 - c. Be honest.
14. In most institutions, the interviewer:
- a. Hires the employees.
 - b. Screens the applicants.
 - c. Sets the wage or salary rate.
15. Gross pay is:
- a. The amount that is taken home.
 - b. The total amount paid before deductions.
 - c. The hourly rate of pay.
16. A job application:
- a. Helps the interviewer judge your ability to follow directions.
 - b. Usually asks for unimportant information.
 - c. Tells nothing about you except the words that you have written.
17. Salary should be discussed:
- a. First thing during the interview.
 - b. At the end of the interview.
 - c. Not at all.
18. Looking the interviewer in the eye is:
- a. A way to show you're listening and interested.
 - b. Not necessary as long as you're listening.
 - c. Rude.

Part III. Define

- 19. Fringe benefits
- 20. Ethnic group
- 21. Nationality
- 22. Marital status
- 23. Dependent
- 24. Management
- 25. Salary
- 26. Wage
- 27. Limitations
- 28. Deduction

Unit III: EMPLOYMENT

Answer Key

I. 1. True	6. False	II. 11. a	16. a
2. False	7. True	12. a	17. b
3. False	8. False	13. c	18. a
4. False	9. True	14. b	
5. True	10. True	15. b	

III.

19. Things given an employee other than money.
20. Caucasian (white), Negroid (black), Indian, Asian, Other.
21. Country where a person is born.
22. Single, married, divorced or widowed.
23. An individual who depends upon you for support.
24. Those who make decisions.
25. Monthly or yearly contract payments.
26. The hourly rate of pay.
27. Health or physical condition that may hinder a person on the job.
28. That which is taken from a pay check.

Unit IV - HUMAN RELATIONS

Competency 1: Understanding Yourself

Read the following list of words. Find the word which best fills in the blank in the corresponding statements. Place the letter in the blank provided at the left of the statement.

- A. Personal Appearance
- B. Able
- C. Foresight
- D. Health habits
- E. Punctuality
- F. Tact
- G. Courtesy
- H. Attitude toward other people
- I. Dependable
- J. Sense of humor
- K. Self-control
- L. Open mindedness
- M. Morality
- N. Honesty
- O. Initiative
- P. Aptitude

- ____ 1. When we say that people have ability to do something, we mean they are _____ to do it.
- ____ 2. When people seem to be born with natural talent which makes it easy to learn certain things, we say that they have _____ for these things.
- ____ 3. The value which has the greatest effect upon your personality shows in your _____.
- ____ 4. _____ means having two things; good manners and a true concern for the comfort of others.
- ____ 5. People who always complete the work given them on the job are _____.
- ____ 6. To look and plan ahead displays _____.
- ____ 7. Good _____ help you feel, act and look your best.
- ____ 8. If you can see that things need to be done and do them, you have _____.
- ____ 9. Being able to see both sides of a question or argument means _____.

- ____ 10. Being on time describes ____.
- ____ 11. If you can see the funny side of life, you have a ____.
- ____ 12. If you can say the right thing at the right time, and handle situations so that no one becomes offended you possess ____.

Unit IV: HUMAN RELATIONS

Competency 1: Understanding Yourself

Answer Key

1. B. able
2. P. aptitude
3. H. attitude toward other people
4. G. courtesy
5. I. dependable
6. C. foresight
7. D. health habits
8. O. initiative
9. L. open-mindedness
10. E. punctuality
11. J. sense of humor
12. F. tact

Unit IV: HUMAN RELATIONS

Competency 2: UNDERSTAND SUCCESSFUL WORK ATTITUDES

Answer each by circling "T" for true, or "F" for false. You must achieve 12 out of 15 correctly. No references may be used.

- T F 1. The most important factor in job success is attitude.
- T F 2. About two thirds of the young workers who lose their jobs do so because of poor attitude.
- T F 3. Those who are most agreeable to take on unpleasant tasks are often the first to be awarded with pay increases.
- T F 4. It is not important to be friendly with your co-workers.
- T F 5. If you cannot be loyal to your employer and your company, you should look for another job.
- T F 6. Regardless of how a criticism was meant, it is constructive or destructive depending on how you use it.
- T F 7. If you are too ill to go to work, it is best to stay home, and then let the employer know why you missed work as soon as you are well.
- T F 8. It is not fair for an employer to criticize your work until you have had time to learn the job.
- T F 9. Most employers like workers who follow directions exactly as given.
- T F 10. The behavior we develop by the time we leave high school affects us for the rest of our lives.
- T F 11. The ability to get along with others is something that you are "born with" - it can't be learned.
- T F 12. Written evaluations of your work by your employer are legal.
- T F 13. A sense of humor is the ability to laugh when the joke is on you.
- T F 14. Criticism is necessary in the job situation.
- T F 15. It is best to become close friends with a co-worker during the first week or two on the job.

Unit IV: HUMAN RELATIONS

Competency 2: Understand Successful Work Attitudes

Answer Key

- 1. T
- 2. T
- 3. T
- 4. F
- 5. T
- 6. T
- 7. F
- 8. F
- 9. T
- 10. T
- 11. F
- 12. T
- 13. T
- 14. T
- 15. F

Unit IV: HUMAN RELATIONS

Competency 3: Use Principles of Human Relations

The following true/false questions deal with the Principles of Human Relations. Place a circle around the letter which represents the correct answer.

- T F 1. The ability to make things happen is important both in your social life and in your career.
- T F 2. Some things we do for no reason at all.
- T F 3. We are more effective in our human relationships if we know why others behave as they do.
- T F 4. Everything we do is because we want something.
- T F 5. Adults are more self-centered than children.
- T F 6. Human beings usually behave on the basis of what is logical.
- T F 7. Everyone has some feelings of insecurity.
- T F 8. Showing a sincere interest in someone can help you influence that person.
- T F 9. Although a smile may be useful in your social life, it is of little value in your career.
- T F 10. Putting up a good argument will help you influence others.
- T F 11. Catching other people in the right mood is an important factor in making them behave as you would like.
- T F 12. Once you can show that another person has made a mistake, it is important that you get him or her to admit it.
- T F 13. Everyone has a basic need to feel important.
- T F 14. It is easier to influence another with praise than with criticism.
- T F 15. You can tell a great deal about a person by observing his or her mannerisms.

Unit IV: HUMAN RELATIONS

Competency 3: Using Principles of Human Relations

Answer Key

1. T
2. F
3. T
4. T
5. F
6. F
7. T
8. T
9. F
10. F
11. T
12. F
13. T
14. T
15. T

Unit IV: HUMAN RELATIONS

Competency 4: Use Principles of Law and Ethics

Part I

True and False. Circle the letter indicating if the questions are true or false.

- T F 1. Personal hygiene and good grooming are related to ethics.
- T F 2. Wearing the symbols of your job while shopping helps to enhance your image in the community and is therefore ethical.
- T F 3. You enter into an agreement to follow institutional policy when you take a job with a hospital.
- T F 4. Ethics applies only to the doctors and nurses who take care of patients.

Part II

Fill in the blanks as indicated:

5. Ethics is a code of behavior that represents the _____ conduct for a particular group.
6. _____ = not ethical; not representative of ideal behavior.
7. A commonly used word for "die" in hospital usage is _____.
8. Having to rely on another person for help or support of any kind makes a person _____.
9. Ethical conduct always respects the basic _____ of the patient.
10. Ethics involve moral decision and a knowledge of the difference between _____ and _____.

Test, Use Principles of Law and Ethics (cont'd.)

Part III

Match the statement on the right to the most appropriate term on the left.

- | | |
|----------------------------------|---|
| ____ 1. duty of care | A. threatening to injure another person |
| ____ 2. statutory law | B. detaining unlawfully |
| ____ 3. invasion of privacy | C. the highest concept of right and wrong |
| ____ 4. slander | D. meeting expected standards |
| ____ 5. ethics | E. illegal act between persons |
| ____ 6. negligence | F. less serious crime |
| ____ 7. privileged communication | G. making personal information public without due consent |
| ____ 8. battery | H. failure to give reasonable care |
| ____ 9. tort | I. laws made by legislature |
| ____ 10. misdemeanor | J. verbal defamation of character |
| | K. unlawful handling of a person without his consent |
| | L. unwritten law |
| | M. information kept in trust by medical personnel |

Unit IV: HUMAN RELATIONS

Competency 4: Use principles of Law and Ethics

Answer Key

Part I True and False

1. True
2. False
3. True
4. False

Part II Fill in the Blanks

5. moral duty and obligations of
6. unethical
7. expired
8. dependent
9. privacy
10. right or wrong

Part III Match the Statements

1. D
2. I
3. G
4. J
5. C
6. H
7. M
8. K
9. E
10. F

Unit IV: HUMAN RELATIONS

Competency 4: Use Principles of Law and Ethics

Alternative Test

Directions: Each of the questions or incomplete statements listed below are followed by several words, phrases, or series of numbers. From these, you are to choose the one which answers the question or completes the statement correctly. Place the letter of that word or phrase (A, B, C, D) in the numbered blank space at the left of the item.

- _____ 1. A Health Occupations worker never saw a certain patient while in the hospital but was accused of defamation of character. They are probably guilty of:
 - A) negligence
 - B) tort
 - C) misdemeanor
 - D) slander
- _____ 2. A patient's chart after discharge is:
 - A) kept for 5 years
 - B) given to the doctor
 - C) a legal document
 - D) available for the patient to read
- _____ 3. Which of the following will help the health worker avoid litigation?
 - A) consistent practicing of conscientious care
 - B) obtaining written consents
 - C) staying within the limits of her training
 - D) always considering the patient's wishes
- _____ 4. If someone commits an illegal act against society, it is called:
 - A) negligence
 - B) crime
 - C) battery
 - D) misdemeanor
- _____ 5. The obligation under law for a health worker to perform services for a patient which meet the common standard of practice expected in the community for a comparable worker is:
 - A) common law
 - B) licensure
 - C) duty of care
 - D) civil law

Unit IV: HUMAN RELATIONS

Competency 4: Use Principles of Law and Ethics

Answer Key

1. D
2. C
3. A
4. B
5. C

Unit IV: HUMAN RELATIONS

Unit Test

Part I. True or False

Circle the correct answer:

- T F 1. The most important factor in job success is how well you perform the technical skills.
- T F 2. A patient's chart is a legal document.
- T F 3. An illegal act against society is called a litigation.
- T F 4. Morality is the value which has the greatest effect upon your personality.
- T F 5. Written defamation of character is called libel.
- T F 6. Personal hygiene and good grooming are related to ethics.
- T F 7. Having to rely on another person for help or support of any kind makes a person unethical.
- T F 8. Not all professions follow the same codes of ethics.
- T F 9. Wearing the symbols of your job while shopping is unethical.
- T F 10. Slander is a verbal defamation of character.

Part II. Multiple Choice

Circle the right answer (a, b, c or d):

11. A natural talent which makes it easy to learn certain things is:
- a. ability
 - b. interest
 - c. aptitude
 - d. foresight
12. Having good manners and a true concern for the comfort of others is:
- a. self-control
 - b. courtesy
 - c. tact
 - d. sense of humor

13. Being able to see both sides of a question or argument:
 - a. morality
 - b. open-mindedness
 - c. duplicity
 - d. initiative
14. The ability to get along with others:
 - a. something you are born with
 - b. honesty
 - c. punctuality
 - d. learned
15. Information kept in trust by medical personnel:
 - a. privileged communication
 - b. duty of care
 - c. statutory law
 - d. gossip
16. A threat or an attempt to injure another in an illegal manner:
 - a. negligence
 - b. battery
 - c. invasion of privacy
 - d. assault
17. Authorization by the state to practice one's profession or vocation:
 - a. duty of care
 - b. licensure
 - c. litigation
 - d. consent
18. One's actions in general:
 - a. solvent
 - b. conduct
 - c. customs
 - d. hypothetical
19. The Health Workers primary responsibility is to:
 - a. co-workers
 - b. the physicians
 - c. people who require care
 - d. herself/himself
20. A violation of a legal requirement might result in discipline by:
 - a. law enforcement agencies
 - b. co-workers
 - c. supervisor
 - d. AMA

Unit IV Test (cont'd.)

Part III. Completion

Write the word that completes the statement in the blank to the left of the statement.

21. _____ A _____ acts as a bridge between the people who run the business/institutions and the employees.
22. _____ Your _____ is determined by how well your needs are satisfied, how others react to you and how closely you measure up to the ideal you have set for yourself.
23. _____ A _____ is an established pattern of behaving in relation to other people.
24. _____ _____ is the exchange of information, feelings, and ideas which is the basis for the development of relationships among people.
25. _____ If you can handle situations so that no one becomes offended and if you say the right thing at the right time, you possess _____.
26. _____ Ethical conduct always respects the basic _____ rights of the patient.
27. _____ Failure to give reasonable care is _____.
28. _____ Unskilled and faulty medical or surgical treatment is _____.
29. _____ Permission granted by a person voluntarily and in his right mind is _____.
30. _____ _____ law pertains to legal relationships between private individuals.

Unit IV: HUMAN RELATIONS

Answer Key - Teacher Evaluation

- | | | | | | |
|------|-----|----------------|-----|-----|---|
| I. | 1. | False | II. | 11. | c |
| | 2. | True | | 12. | b |
| | 3. | False | | 13. | b |
| | 4. | False | | 14. | d |
| | 5. | True | | 15. | a |
| | 6. | True | | 16. | d |
| | 7. | False | | 17. | b |
| | 8. | True | | 18. | b |
| | 9. | True | | 19. | c |
| | 10. | True | | 20. | a |
| III. | 21. | Supervisor | | | |
| | 22. | Self-concept | | | |
| | 23. | Role | | | |
| | 24. | Communications | | | |
| | 25. | Tact | | | |
| | 26. | Privacy | | | |
| | 27. | Negligence | | | |
| | 28. | Malpractice | | | |
| | 29. | Consent | | | |
| | 30. | Civil | | | |

Unit V: CHARTING, REPORTING AND RECORDING

Competency 1: Use Simple Medical Terminology

Use clear concise terms or abbreviations which plainly describe a situation pertaining to a patient and will be quickly understood. You must answer 16 of the following 20 questions accurately and no references may be used.

Use descriptive terms.

1. black and blue, bruised
2. appears to have blue coloring of skin
3. appears puffy or swollen
4. rapid breathing
5. gas from the digestive tract
6. pass fluid from the bladder
7. difficult breathing
8. looks like mucus
9. false teeth
10. seems very sick

Use abbreviations.

11. discontinue
12. water
13. nothing by mouth
14. when necessary
15. bowel movement
16. weight
17. emergency room
18. at once
19. every hour
20. after surgery

Unit V: CHARTING, REPORTING AND RECORDING

Competency 1: Use Simple Medical Terminology

Answer Key

1. ecchymatic
2. cyanotic
3. edema
4. hyperpnea
5. flatus
6. void, micturate, urinate
7. dyspnea
8. mucoid
9. dentures
10. acutely ill
11. D.C.
12. H₂O
13. N.P.O.
14. P.R.N.
15. B.M.
16. wt
17. E.R.
18. stat
19. q.h.
20. post op

Unit V: CHARTING, REPORTING AND RECORDING

Competency 2: Record Patient Information in Chart Form

1. Use charting forms and the following patient information and/or treatment procedures or observations pertaining to patient care or progress.
2. Record the provided information in chart form.
3. You will be rated according to a previously constructed form. You will achieve 90 percent accuracy.
4. You may not use a reference.

Information

Eleven o'clock in the morning, four year old Johnny Jay was admitted to Room 712 to have x-ray and blood tests done this afternoon. He was with his mother and father when he walked into the room. The laboratory technician came to take a blood sample from John's finger and Johnny cried. After lunch time (Johnny didn't get any lunch because the doctor left orders he was not to eat and drink anything), he was taken to the X-Ray Department. He went in a wheelchair and was taken there by a nurse's aide. When he returned to his room at 12:45 p.m., he was so tired that his mother undressed him and put on his pajamas. He slept for one hour. At 2:30 p.m. Doctor Smith came to see Johnny and did a physical examination on him. He asked his mother many questions about Johnny. Johnny went to the bathroom and voided. A specimen was saved and sent to the laboratory. His temperature was taken, rectally and was 99 and 0.4 degrees Farenheit. His pulse rate was 120 beats, counted for one minute and his respirations 24, counted for one minute. At 3:00 p.m. Johnny is playing quietly in bed.

Unit V: CHARTING, REPORTING AND RECORDING

Competency 2: Record Patient Information in Chart Form

Answer Key

11 a.m. admitted ambulatory to Room 712 a four year old male accompanied by parents.

Blood drawn by laboratory - patient cried.

12 noon P.O.

To X-Ray via wheelchair accompanied by nurse's aide.

Prepared for sleep by mother.

1-2 p.m. Asleep

2:30 p.m. Complete physical exam by Dr. Smith

Routine urine to laboratory

T.P.R. 99.4 R - 120 - 24

Playing quietly in bed.

Unit V: CHARTING, REPORTING AND RECORDING

Unit Test

Part I. True-False

Circle the correct answer:

- T F 1. POR charting focuses on the physician and their problems.
- T F 2. Parorexia means the patient craves certain foods.
- T F 3. A barrel chest looks rounded front and back.
- T F 4. A patient with an obsession does not believe what is said.
- T F 5. A protruding abdomen is hard and board-like.
- T F 6. Emeses, BM, wound drainage, urine, perspiration and ambulation are types of output.
- T F 7. An edematous arm appears puffy or swollen.
- T F 8. False teeth are called dentures.
- T F 9. The abbreviation "q.h." means "every hour."
- T F 10. Difficult breathing is called dyspnea.

Part II. Multiple Choice

11. The abbreviation a.c. means:
- a. twice a day
 - b. before meals
 - c. of each
 - d. as needed
12. POR means:
- a. by mouth
 - b. problem-oriented record
 - c. postoperative
 - d. preoperative
13. SOS means:
- a. soapsuds
 - b. one-half
 - c. one-time only if needed
 - d. emergency room

Unit V Test (cont'd.)

14. Eructation is:
 - a. nosebleed
 - b. blood in urine
 - c. blister
 - d. belch
15. Bath taken in special tub:
 - a. partial bath
 - b. sitz bath
 - c. admission bath
 - d. toilette
16. Blood in urine:
 - a. hematuria
 - b. hematemesis
 - c. hemoptysis
 - d. hemoglobin
17. Nearsightedness:
 - a. myopia
 - b. hyperopia
 - c. diplopia
 - d. jaundice
18. Feeling of being unstable, unsteady:
 - a. mastitis
 - b. crisis
 - c. vertigo
 - d. amnesia
19. A medication sheet is a:
 - a. general form
 - b. special form
 - c. graphic sheet
 - d. progress note
20. A thin undernourished patient is:
 - a. axillary
 - b. obese
 - c. apathetic
 - d. emaciated

Unit V Test (cont'd.)

21. POR charting accomplishes:
- a. focuses on the patient and his problems.
 - b. improves communications among all those caring for the patient.
 - c. provides a method for evaluating the importance and meaning of the patient's concerns.
 - d. all of the above.
22. A chart is a :
- a. legal document
 - b. guerney
 - c. diagnostic test
 - d. compound
23. The following is permitted in charting:
- a. ditto marks
 - b. handwritten or printed entries
 - c. erasures
 - d. blank spaces
24. The following information is not included on a patient's chart:
- a. phone calls received by patient
 - b. body care
 - c. ambulation
 - d. sleep
25. A spasm is:
- a. localized muscle contraction
 - b. muscle contraction maintained for a time
 - c. abrupt start and end of a convulsive seizure
 - d. coughing all the time

Part III. Definitions

Write the definition for each abbreviation.

- 26. abd.
- 27. amt.
- 28. ca
- 29. c/o
- 30. H₂O

Unit V Test (cont'd.)

- 31. I & O
- 32. no.
- 33. PT
- 34. q.o.d.
- 35. TPR
- 36. kg
- 37. h
- 38. LUQ
- 39. b.i.d.
- 40. stat.

Unit V: CHARTING, REPORTING AND RECORDING

Answer Key - Teacher Evaluation

- Part I.
1. False
 2. True
 3. True
 4. False
 5. False
 6. False
 7. True
 8. True
 9. True
 10. True

- Part II.
11. b
 12. b
 13. c
 14. d
 15. b
 16. a
 17. a
 18. c
 19. a
 20. d
 21. d
 22. a
 23. b
 24. a
 25. a

- Part III.
26. Abdomen
 27. Amount
 28. Cancer
 29. Complains of
 30. Water
 31. Intake and output
 32. Number
 33. Physical therapist
 34. Every other day
 35. Temperature, pulse, respiration
 36. Kilogram
 37. Hour
 38. Left upper quadrant
 39. Twice a day
 40. At once

Unit VI: MAINTAINING A CLEAN, SAFE ENVIRONMENT

Competency 4: Observe Body Mechanics and Safety Measures

Part I.

Directions: Match the statement in column 1 with the term in column 2.

<u>Column 1</u>	<u>Column 2</u>
___ 1. The body with head and extremities.	A. Antagonist
___ 2. Attaches bond to bone.	B. Body alignment
___ 3. One of a pair of muscles, having an action opposite from the other.	C. Buttocks
___ 4. The arms and legs.	D. Extremities
___ 5. Attaches muscle to bone.	E. Glucose
___ 6. A simple sugar, or fuel.	F. Gravity
___ 7. Not likely to tip or fall.	G. Hormones
___ 8. Formed by the gluteal muscles.	H. Ligament
___ 9. The relationship of movable body segments to other segments of the body.	I. Stability
___ 10. A force that pulls toward the earth.	J. Tendon
	K. Thorax
	L. Trunk

Part II.

Directions: Choose the best answer or answers.

1. All but one of the following statements are characteristics of good body alignment and balance. The statement that is not characteristic is:
 - ___ a. The body is balanced over its base of support.
 - ___ b. Oxygen and glucose are used by muscles as "fuel."
 - ___ c. Segments of the body are in proper relationship.
 - ___ d. Strain on muscles and joints is minimized.
2. Balance of the body is best achieved by:
 - ___ a. a low center of gravity, a narrow base, and the line of gravity passing through the base.
 - ___ b. a high center of gravity, a broad base, and the line of gravity passing outside the base.

Unit VI Test (cont'd.)

- ☐ c. a high center of gravity, a narrow base, and the line of gravity passing through the base.
 - ☐ d. a low center of gravity, a broad base, and the line of gravity passing through the base.
3. Balance of the body is maintained by:
- ☐ a. the center of gravity passing through the base of support.
 - ☐ b. a high center of gravity located outside a narrow base.
 - ☐ c. a line of gravity passing through the base of support.
 - ☐ d. a line of gravity passing outside the base of support.
4. The center of gravity in the body is a point:
- ☐ a. around which the body weight or mass is centered.
 - ☐ b. located and stabilized in the pelvic region.
 - ☐ c. that must lie within the base of support.
 - ☐ d. all of the above.
5. Low back strain in the hospital worker is most often caused by:
- ☐ a. the carelessness of other people.
 - ☐ b. lifting too heavy an object or person.
 - ☐ c. using the back muscles to lift a weight.
 - ☐ d. body segments aligned with each other.
6. The worker who suffers a muscle strain of the back or shoulder might:
- ☐ a. have a lot of pain.
 - ☐ b. lose a week or more of work.
 - ☐ c. have prevented the injury.
 - ☐ d. all of the above.
7. Movement of the body occurs:
- ☐ a. where muscles are attached to bone.
 - ☐ b. at joints which are acted upon by muscles.
 - ☐ c. when bones are stimulated by nerves.
 - ☐ d. at the moveable joints.
8. Ligaments are strong cartilage bands which:
- ☐ a. connect muscles and tendons.
 - ☐ b. connect muscles to muscles.
 - ☐ c. connect bones to bones.
 - ☐ d. connect tendons and bones.
9. The trunk of the body plays an important part in body alignment and balance. The trunk refers to:
- ☐ a. the buttocks and the extremities.
 - ☐ b. the thorax and the neck.
 - ☐ c. the back and the extremities.
 - ☐ d. the abdomen and the thorax.

Unit VI Test (cont'd.)

10. The palm of the hand is a subpart of the upper extremity and its surface is referred to as:
- ☐ a. lateral
 - ☐ b. midline
 - ☐ c. posterior
 - ☐ d. anterior
11. To insure good stability of the base of support of the body, the feet should be positioned:
- ☐ a. parallel and very close together.
 - ☐ b. about eight (8) inches apart, one a little ahead of the other.
 - ☐ c. about eight (8) inches apart, toes pointed laterally.
 - ☐ d. parallel and at least two (2) feet apart.
12. A person with sagging abdominal muscles often has a greater curve in his back, or a "sway back." This greater curve may cause:
- ☐ a. less fatigue when doing heavy work.
 - ☐ b. decreased strain on the backbone.
 - ☐ c. uneven pressure on intervertebral discs.
 - ☐ d. increased shock absorber effect of the spine.
13. The large, strong muscle groups of the body include which of the following?
- ☐ a. the back muscles and the gluteals.
 - ☐ b. the quadriceps femoris and the back muscles.
 - ☐ c. the hamstrings and adductors.
 - ☐ d. the gluteals and the quadriceps femoris.
14. Muscles are frequently referred to by a name similar to the name of the movement produced by their action. Some of these muscles would be called:
- ☐ a. flexion, extensors, and adductors
 - ☐ b. hyperextension, abduction, and extensors
 - ☐ c. flexors, adductors, and abductors
 - ☐ d. extension, hyperextension, and flexion
15. Groups of muscles are usually found working in pairs to produce movement at the joints of the body, and are called antagonists. One example of antagonist muscles is:
- ☐ a. flexor and adductor
 - ☐ b. quadriceps femoris and back muscles
 - ☐ c. abdominal muscles and diaphragm
 - ☐ d. extensors and hyperextension

Unit VI Test (cont'd.)

Part III.

1. Give two (2) reasons for using smooth, coordinated movements in caring for the sick.
 - 1.
 - 2.
2. Why is it best to "set" or prepare the muscles before performing a strenuous activity?
 - 1.
 - 2.
3. Why is the use of a footstool advisable in reaching?
4. How do you provide lateral stability while reaching?
5. Why is it safer to reach in front of the body rather than directly overhead?
6. List two (2) activities in the hospital where a pivoting turn could be used to prevent twisting the trunk of the body.
 - 1.
 - 2.
7. In carrying an object, why is it best to hold it close to your body?
8. List two (2) ways to reduce strain if you must lift and carry heavy objects.
 - 1.
 - 2.
9. List two (2) safety precautions to observe if you are pushing or pulling a large object in the hospital corridor.
 - 1.
 - 2.
10. The goal in pushing or pulling an object correctly is to move it with a minimum of _____ by using the _____ to assist the strong muscles.

Unit VI: MAINTAINING A CLEAN, SAFE ENVIRONMENT

Competency 4: Observe Body Mechanics and Safety Measures

Answer Key

Part I.

- | | |
|------|-------|
| 1. L | 6. E |
| 2. H | 7. I |
| 3. A | 8. C |
| 4. D | 9. B |
| 5. J | 10. F |

Part II.

- | | | |
|------|-------|-------|
| 1. b | 6. d | 11. b |
| 2. d | 7. b | 12. c |
| 3. c | 8. c | 13. d |
| 4. a | 9. d | 14. c |
| 5. c | 10. d | 15. c |

Part III.

1. 1. Avoid injury to patient or hurting him.
2. Avoid strain or injury to the worker.
2. It stabilizes the muscles and joints, prepares the muscles for action, lessens danger of sudden movement or stress causing injury. (Or similar answer.)
3. Decreases the distance to be reached.
4. Spread feet apart to broaden base of support.
5. Avoids hyperextension of neck and spine; you can see what you are doing.
6. 1. Assisting patient from bed to chair.
2. Turning to answer phone, pick up chart.
(Any similar answers).
7. It is more stable to carry if its center of gravity falls within your base of support.
8. Don't lift more than is safe; get help; use mechanical lifter.
Shift load occasionally.
Put load down occasionally.
Use proper body mechanics or movements.
Hold object as near midline of body as practical.
(Any two of these or similar answers).
9. Watch carefully when going around corners.
Approach intersections carefully.
Move equipment down one side of hall or corridor.
Part equipment close to wall to avoid obstructing corridor.
Use care not to bump into anyone.
(Any two of these, or similar answers.)
10. Effort or strain; body weight.

Unit VI: MAINTAINING A CLEAN, SAFE ENVIRONMENT

Competency 5: Position Patient in Bed

1. Describe the following positions.
 - a. Side-lying (or lateral)
 - b. Prone
 - c. Horizontal Recumbent
2. Describe the eight (8) checkpoints of good body alignment for the patient's position in bed.
3. Name four areas where discomfort may be felt if the body is not in good alignment.
4. List five (5) supportive aids that can be used for the patient's position in bed.
5. Briefly give the reason for changing the patient's position, keeping in mind the effect of the weight of the patient's body in contact with the bed or any other surface.
6. List three signs or symptoms of a decubitus ulcer.
7. How often should the patient's position be changed?
8. List three (3) aids used to reduce pressure on bony areas.

Unit VI: MAINTAINING A CLEAN, SAFE ENVIRONMENT

Unit Test

Part I. Multiple Choice

Select the one best answer for each of the following questions. Record the letter on your answer sheet.

1. An explanation about the use of siderails should include:
 - a. Assurance that the patient will continue to be checked on frequently.
 - b. Assurance that this safety device is used infrequently.
 - c. Details about patients falling out of bed.
 - d. Precautions about hospital lawsuits.
2. The "occupied bed" provides for a complete linen change with the patient lying in the bed. This is usually accomplished with the patient assuming the following positions:
 - a. Remaining prone and lifting trunk.
 - b. Remaining supine and lifting trunk.
 - c. Turning from side to side, with assistance as needed.
 - d. Sitting on either side of the bed.
3. Which of the following is not included in the "checkpoints of good alignment?"
 - a. Knees slightly flexed.
 - b. Neck and back straight.
 - c. Feet straight, toes forward.
 - d. Arms flexed on chest.
4. Which of the following aids is most often used to prevent footdrop?
 - a. Overbed cradle
 - b. Footboard
 - c. Trochanter roll
 - d. Alternating pressure mattress
5. The principle of using an alternating pressure mattress to prevent decubiti would be best described as:
 - a. Pressure is not constantly exerted in the same place.
 - b. The skin is not incontact with the mettress.
 - c. Water exerts no surface pressure.
 - d. Irregular surfaces allow for air flow.
6. Although many protective aids may be employed to prevent tissue damage and decubitus ulcers, the best prevention is good observation and positioning. The helpless patient should be observed frequently.

Unit VI Unit Test (cont'd.)

- a. Every 15 minutes
 - b. At least every shift
 - c. Every 3 hours, if possible
 - d. At least every 2 hours
7. A variation of the supine position is the:
- a. Semi-Fowler's Position
 - b. Prone Position
 - c. Sim's Position
8. Hand washing is the first step in all tasks related to direct patient care. Which of the purposes of hand washing listed below is not accurate?
- a. It helps to limit the spread of microorganisms from one person to another.
 - b. It helps to keep hands and skin free from infection.
 - c. It sterilizes the skin.
 - d. It provides a practice in the promotion of good general health.
9. For the weak or helpless patient, position change and adequate support should provide:
- a. Pressure areas
 - b. Immobility
 - c. Relaxation
 - d. Contactures
10. For adequate support and good body alignment, pillows may be used in the lateral or side-lying position. Which principle is important when using pillows in this position?
- a. Exert a "pull" on shoulder and upper arm.
 - b. Provide the patient with pillows to lean on.
 - c. Use pillows to keep knees straight.
 - d. One pillow may help the upper leg rest in a more natural position.

Part II. Completion: Supply the vocabulary words described by the statements below:

1. _____ Movement performed by the person himself without assistance from another.
2. _____ The moving of parts of a person's body by another person.
3. _____ An inflammation of the lungs caused by the lack of movement, from remaining in the same position. A common complication of being in bed for a long time; can occur rapidly following a surgical operation.
4. The amount of movement allowed at the joints is termed its _____. Forced movements beyond this point will cause pain.

Unit VI Unit Test (cont'd.)

5. The prolonged flexion of joints or muscle groups may result in common deformities which are painful and unattractive and which limit the movement of the person. These deformities are called _____.
6. Muscle _____ is muscle shrinkage or a decrease in muscle size due to lack of use.
7. Muscle _____ is an increase in muscle size due to increased use.
8. _____ is the loss of ability to produce voluntary movements.
9. _____ position is lying on the abdomen, face downward.
10. _____ position is lying on the back, face upward; also referred to as dorsal recumbent position.

Unit VI: MAINTAINING A CLEAN, SAFE ENVIRONMENT

Answer Key

Part I. Multiple Choice

- | | |
|------|-------|
| 1. a | 6. d |
| 2. c | 7. a |
| 3. d | 8. c |
| 4. b | 9. c |
| 5. a | 10. d |

Part II. Completion

1. Active exercise
2. Passive exercise
3. Hypostatic pneumonia
4. Range of motion
5. Contractures
6. Atrophy
7. Hypertrophy
8. Paralysis
9. Prone
10. Supine

Unit IX: MEDICAL AND SURGICAL ASEPSIS

Unit Test

Part I. Completion

Complete the statements below with the correct word(s). Spelling must be 100% accurate.

1. The single most important means of preventing the spread of infection is _____.
2. Microorganisms are transmitted by four general routes. These routes are:
 - a.
 - b.
 - c.
 - d.
3. Reservoirs of infection include man, animal, plant, soil and objects used in daily living. Which of these is the most common harborer of infection or disease?

4. _____ is the continuous process of disinfection throughout the hospitalization period.
5. _____ is the desgruaction of infectious material when the disease is over.
6. The _____ is called the first line of body defense for the body.
7. The ability to resist contracting disease is called _____.
8. _____ is the resistance of contracting disease with which one is born.
9. _____ is the process of increasing the resistance of an individual to a particular infection by artificial means.

Part II. Discussion

1. Briefly discuss how a patient might react emotionally to being placed in an isolation unit.

Your instructor will evaluate your discussion.

Part III. Definitions

Clearly state the definitions for the terms listed below. Spelling must be 100% accurate.

1. Double-Bag Technique
2. Contagious Disease
3. Isolation Technique
4. Infectious
5. Terminal Disinfection

Unit IX: MEDICAL AND SURGICAL ASEPSIS

Answer Key

Part I. Completion

1. Good hand washing technique or hand washing before and after contact with each patient.
2.
 - a. contact
 - b. vehicle
 - c. airborne
 - d. vectorborne
3. Man
4. Concurrent disinfection
5. Terminal disinfection
6. Skin
7. Immunity
8. Natural immunity
9. Immunization

Part II. Discussion

1. The patient may feel contaminated and not acceptable to other members of society.

General discussion may include:

Change of image of body and self

Depression

Shame

Without command of himself--loss of control over his environment

Negative behavior expressing such emotions

Part III. Definitions

1. The placing of contaminated item in a bag which is in turn placed in another bag, the outside of which is kept clean for handling.
2. A disease that is easily spread from one person to another.
3. Practices to limit the spread of microorganisms, especially those causing highly infectious diseases.
4. A disease caused by a pathogen; it may be contagious.
5. Cleansing to remove pathogenic organisms from the environment once a patient is removed from the isolation unit.

Unit X: ADMINISTERING EMERGENCY TREATMENT

Unit Test

Part I - Completion

Complete the statements below with the correct word(s). Spelling must be 100% accurate.

1. What artery is used to determine a heart beating during Cardio-pulmonary Resuscitation?
2. What organs could possibly be injured during external cardiac compression?
3. What part of the sternum is depressed during external cardiac compression?
4. How much pressure is applied to the sternum during external cardiac compression?
5. The downward pressure on the chest is exerted by which of the following?
 - a. The heel of the hand.
 - b. Fleshy palm of the hand.
 - c. Using the tips of the fingers.
6. Following a cardiac arrest, usually there is enough oxygen remaining in the lungs to support life from _____ to _____ minutes.
7. After six minutes following a cardiac arrest, _____ damage will occur.

Part II - Short Discussion

Clearly answer the following questions. Spelling must be 100% accurate.

1. List the three basic rescue skills which may sustain life.
2. List four common airway obstructions.
3. List four common reasons for ineffective rescue breathing.
4. List the three steps in recognition of unconsciousness.
5. How would you detect whether the unresponsive victim is a non-breather?
6. In what position should the unconscious victim's head be placed in order to correctly open the airway.
7. What position should the rescuer's hands assume when opening the airway of an unconscious victim?

Unit X Test (cont'd.)

8. What position should the knees be in while performing rescue breathing?
9. When should you stop Cardiopulmonary Resuscitation?

Unit X: ADMINISTERING EMERGENCY TREATMENT

Answer Key

Part I - Completion

1. Carotid
2. Lungs, stomach, liver
3. Lower 1/3 of sternum.
4. Enough pressure to depress the sternum 1-1/2 to 2 inches.
5. The heel of the hand.
6. 3-6 minutes.
7. Brain or central nervous system.

Part II - Short Discussion

1. Artificial ventilation
Cardiac compression
Control of hemorrhage and/or shock
2. Food - vomitus
Dentures
Tongue
Blood
3. Force of exhaled breathing.
Poor head tilt.
No airtight tilt
Airway obstruction
4. Response to verbal stimuli
Pupillary response
Response to painful stimuli
5. The rescuer would place his/her face to the victim's nose and mouth. The rescuer's eyes should be directed toward the victim's chest. This allows the rescuer to listen and feel for breathing sounds. Also, this allows the rescuer's eyes to watch for movement of the chest and abdomen if the victim is breathing.
6. Victim should be lying on his back with hyperextension of the neck and head.
7. Without crossing the arms, one hand under and lifting the neck, the other hand pressing backwards on the victim's forehead, with fingers and thumb close together, pointing across the forehead.

Unit X Answer Key (cont'd.)

8. Kneel 10 to 14 inches away from the victim; with one knee beside the victim's shoulder and the other knee in line with the top of the victim's head.
9.
 1. Victim recovers.
 2. Competent individual assumes the responsibility.
 3. You are totally exhausted and unable to continue.

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- Nursing
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TOOL AND EQUIPMENT LIST

FOR

HEALTH OCCUPATIONS

HEALTH OCCUPATIONS TOOL AND EQUIPMENT LIST

<u>Item</u>	<u>Percent of Yes Responses</u>
Stethoscope	97
Watch, Second Hand	97
Bandage Scissors	87
Hemostat	87
Suction Equipment	87
Suction Machine	83
Thermometer, Oral	83
Suction Catheter	80
Airway	80
Sphygmomanometer, Aneroid	80
Oxygen Flow Meter	80
IV Standard	77
Flashlight	77
Emesis Basin	77
Foot Stool	73
Rubber Bulb Syringe	73
Ambu Bag	73
Wheelchair	73
Restraints	73
Stretcher	73
Sphgmomanometer, Mercurial	70
Oxygen Cannula	70
Oxygen Catheter	70
Manually Operated Hospital Bed	67
Electrically Operated Hospital Bed	67
Utility Cart	67

HEALTH OCCUPATIONS TOOL AND EQUIPMENT LIST (cont'd)

<u>Item</u>	<u>Percent of Yes Responses</u>
Aspirator	67
Specimen Containers	67
Scales	63
Footboard	63
Autoclave	63
Needle Holder	63
Resusitator	63
Cardiac Monitor	63
Humidifiers	63
Linen Hamper with Bag	63
Examination Table	60
Saepto Syringe	60
Incubator	60
Nebulizer	60
Respirator (Bennet MA-1)	60
Typewriter	60
Address-O-Graph Machine	60
Bath Basin	60
Bed Rails	60
Urinal	60
Razor	57
Vaporizer	57
Electrocardiograph Machine	57
Isolette	57
Splints	57

HEALTH OCCUPATIONS TOOL AND EQUIPMENT LIST (cont'd)

<u>Item</u>	<u>Percent of Yes Responses</u>
Defibrillator	57
Graduated Pitcher	57
Slide Projector	57
Dressing Forceps	53
Medicine Cart	53
Kelly Clamp	53
Croupette	53
Electronic Thermometer	53
Movie Projector	53
Scales, Physician	53
IPPB Unit	50
Forceps, Utility	50
Adding Machine	50
Bed Pan	50
Rectal Thermometer	47
Forcep Holder	47
Bed Boards	47
Oxygen Test	47
Infant Crib	47
Forceps Holder	47
Spirometer	47
Sheepskin and Lambswool	47
Beverage Containers	47
Ophthalmoscope	43
Otoscope	43

HEALTH OCCUPATIONS TOOL AND EQUIPMENT LIST (cont'd)

<u>Item</u>	<u>Percent of Yes Responses</u>
Percussion Hammer	43
Knife Handle	43
Infant Scale	43
Emerson Pump	43
IV AC Flow Meter	43
Binders	43
Ice Packs	43
Walker	43
Hot Water Bottle or Bag	43
Heat Lamp	43
Embollic Stocking	40
Allis Forceps	40
Mayo Stand	40
Ice Collar	40
Medication Cart	40
Commode Chair	40
Ice Cap	40
Fracture Pan	37
Eye Chart	37
Nail Scissors	37
X-Ray Machine	37
Weights	37
Cane	33
Crutches	33
Bath Thermometer	33

HEALTH OCCUPATIONS TOOL AND EQUIPMENT LIST (cont'd)

<u>Item</u>	<u>Percent of Yes Responses</u>
Heating Pad	33
Footprint Machine	33
Ambulance	30
Foot Cart	30
Food Tray	30
Beverage Cart	27
Tray Conveyer	27
Aqua K Pads	27